

As a member of the Lakeview Middle School FBLA, I have read and understand this handbook and will support the advisor/instructor in enforcing the stated rules and regulations.

 Student Signature Date

As the parent/legal guardian of _____, I have read and understand this handbook and will support the director/instructor in enforcing the stated rules and regulations.

 Parent/Guardian Signature Date

Awareness of Risk

Whereas, I (We) recognize that the Lakeview Middle School FBLA is an educational organization with occasional necessary travel to out-of-town activities, I (We) the parent(s) or legal guardian(s) of _____, do grant him/her permission to travel with the FBLA under supervision approved by the advisor. I (We) agree not to hold responsible the advisor, Lakeview Middle School, its officers, or the County Board of Education for accidents, injuries, or illness of our child during these trips.

 Signature, Father Signature, Mother

SEAL Signed before me this ____ day of _____, 20____

 Notary Public

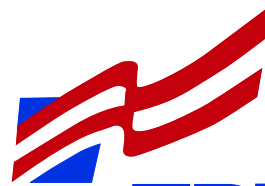
 My Commission Expires

FBLA - FUTURE BUSINESS LEADERS OF AMERICA

2014-2015

FBLA

LAKEVIEW MIDDLE SCHOOL



FBLA

Middle Level

Where Leadership Begins.

Remove this page, fill out **both** sides, and return to Mrs. Hackett

Medical Authorization and Health History

Student's Full Name _____ Date of Birth _____

Student Cell Phone _____

Address _____

Parent or Guardian _____

Phone _____

Health History (Please give dates where known)

Surgery (within last year) _____

Emotional problems _____

Serious Health Problems _____

Asthma _____ Diabetes _____ Epilepsy _____

Allergies (including drugs), be specific _____

Tetanus—last injection _____

Special health problems in the past? _____

Any medication student is on (include anti-convulsive, antihistamine, insulin) _____

Is student presently under medical treatment? _____

Reason, if Yes _____

Doctor _____ Phone _____

VI I - FBLA-PBL Creed

- I believe education is the right of every person.
- I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and education and institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.
- I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.
- I believe every person should actively work toward improving social, political, community and family life.
- I believe every person has the right to earn a living at a useful occupation.
- I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self associates, school and community.
- I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

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FBLA Program Operating Principles

Understanding that participation in the LMS FBLA Program is a privilege and not a right, students understand that they will have to make personal sacrifices in order to participate, and that their actions and conduct should reflect positively on the organization, school, and community. Organization participants further understand and agree to be held to a higher standard of conduct and dress than a student who does not participate in extra-curricular activities.

FBLA program participants acknowledge that this high standard will involve their actions at school, in school activities, and away from school. They will avoid actions that will reflect negatively on the FBLA program, school, or community.

As a member of the FBLA organization, students agree to attend school every day unless there is a compelling need to be absent. Students should be at school on time and remain for the entire day unless it is absolutely necessary to do otherwise. If FBLA participants are required to miss class due to a FBLA function, the student is responsible for turning in all currently due work prior to leaving school. All work that is missed during the function will be made up and turned in immediately upon returning to school.

As a member of the FBLA organization and a representative of LMS, students will conduct themselves in a manner that will create a positive image for the FBLA program, the school, and the community.

VI - About the Organization

FBLA-Middle Level has more than 20,000 members nationwide. Members participate in a variety of activities including job shadow programs, community service projects, and American enterprise projects.

Members can earn recognition on the local, state, and national levels! The Middle Level Achievement Program (MAP) is an individual member program designed to reward those FBLA-Middle Level members who excel in their participation in a variety of activities in the areas of service, education, and leadership. If you are interested in developing leadership, communication, and team skills, or simply looking for an organization to meet and network with others at the local and state levels, then FBLA-Middle Level is the organization for you.



V - Dress Code

FBLA does have a dress code that must be followed for participation in competitive events. Students will be schooled on appropriate dress for male and female participants. The Lakeview Middle School FBLA will attempt to help with acquiring business dress for these events should a student make it to competition that requires such.

Professional attire acceptable for official FBLA-PBL activities include:

Males

- Business suit with collar dress shirt, and necktie or
- Sport coat, dress slacks, collar shirt, and necktie or
- Dress slacks, collar shirt, and necktie
- Banded collar shirt may be worn only if sport coat or business suit is worn
- Dress shoes and socks

Females

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress
- Capris or gauchos with coordinating jacket/suit, worn below the knee
- Dress shoes

I - Handbook Purpose

This handbook gives each student an outline of what is expected of him/her while being a member of the Lakeview FBLA program. It is not designed to list every detail or rule, but it is an outline for each student to follow. It is the hope of the advisor / instructor that this book will answer many of the questions any member of the FBLA program might have regarding rules and policies of the FBLA program.

II - General Rules of Conduct

All FBLA members are expected to conduct themselves as ladies and gentlemen at all times, in all activities. Organization members are representatives of the school, FBLA, and community; they should dress and behave accordingly. Officer members are expected to attend all required functions. Failure to meet this obligation will result in disciplinary action or possible suspension from FBLA meetings or trips.

III - Travel Rules of Conduct

Because after-school activities are designated as extracurricular, it is up to the discretion of the advisor / instructor as to who will be eligible to participate. A student may be prevented from participation in extracurricular activities as a disciplinary action taken by the advisor/instructor and/or administrators.

- 1) Members must use provided transportation to any required function unless otherwise specified by the advisor/instructor.
- 2) Students are not allowed to ride in any private vehicles unless approved by the advisor / instructor.
- 3) Members who wish to return from any event by transportation other than that provided by the FBLA must give the advisor/instructor a written note at least 24 hours prior to the trip. It must be signed by his/her parents and have his/her parents personally contact the advisor/instructor.
- 4) Any student violating FBLA rules on a trip will be subject to discipline deemed appropriate and necessary by advisor / instructor and administrators.
- 5) Prior to the first after school activity, students must have the Awareness of Risk Form and Medical Release Form signed by a parent or legal guardian and notarized. (Ms. Cash in office A is a notary.)

IV - Meeting Rules of Conduct

- Students must respect the authority of the advisor/instructor and be polite when guest speakers or instructors are brought in for meetings.
- Students must keep the classroom or meeting room clean and orderly and return it to original arrangement should it be necessary to move tables, chairs, or equipment.
- During formal meetings, PARLIAMENTARY PROCEDURE will be followed. Parliamentary procedure is a formal system of rules and practices that balances the rights of individuals and subgroups with an organization's membership. Application of parliamentary procedure enables organizations to accomplish the following:
 - ◊ Maintain orderly meetings
 - ◊ Protect the rights of the absentee, individual, minority, and majority
 - ◊ Allow every opinion to be heard and considered
 - ◊ Enable the majority to rule
 - ◊ Determine the general will on a maximum of question in the minimum of time
- No horseplay is allowed in the meeting room and courtesy must be shown to others at all times.
- Participants of the organization are required to pay the \$12 dues and / or participate in fundraising efforts to offset costs for meetings and dues that must be paid to the state and national organization which allow for the charter of this FBLA organization.